



**Town of Arlington, Massachusetts**  
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## Minutes 10/25/2012

Capital Planning Committee  
Meeting Minutes  
October 25, 2012

In attendance were:

Steve Andrew  
Andrew Flanagan  
Charles Foscett\*  
Paul Olsen  
Brian Rehrig  
Diane Johnson  
Ruth Lewis  
Anthony Lionetta  
Barbara Thornton

\* Denotes those not in attendance

- Meeting Opened: Paul Olsen chaired the meeting in Charlie Foscett's absence. Andrew Flanagan provided plan materials including subcommittee reports and updated tables of the capital plan (changes made to Planning Items). Andrew also provided copies of the Town's Annual Financial Report to the CPC. Minutes of the October 11th meeting were approved.
- Central Fire Station: A follow up memo submitted by Jeff Shaw from Donham & Sweeney, on projected cost for the Central Fire Station Renovations was reviewed. This memo reflects only a modest reduction in the estimated cost from the previous numbers provided. Tony Lionetta requested that Jeff provide numbers in the same format and detail as was previously done. Andrew Flanagan will contact Jeff Shaw on this.
- Library Requests: Ruth Lewis reported on the Subcommittee's meeting. (written report provided) Key highlights are as follows:
- The MLN and PC Vend requests are to be submitted to IT. (Arlington is one of the first Town's in the state to have a PC vending machine. Patrons can sign out for lap tops from the "vending machine" for up to two hours and use the wireless in the library.)
- Emergency Lights @ \$1,480 are not considered capital items. Request not approved.
- It was recommended to push the Window Replacement project out to FY18 and the Hot Water Heater Requests to FY16.
- Health / Human Services Requests: Barbara Thornton reported on the Subcommittee's meeting. (written report provided) Key highlights are as follows:
- Barbara noted the good work of Christine Connolly is raising funds via grants, fundraisers and looking for revenue opportunities.
- Relative to a requested \$20k for Upgrade and Repair of the HVAC system at the Whittemore Robbins House,

the comment was made this is the example of a capital cost resulting from not doing proper maintenance. The position of the Subcommittee is not to approve this request until a maintenance plan is in place. Andrew Flanagan will work with Christine Connolly to ensure that a maintenance plan will be developed prior to proceeding with the request.

- The \$50k request for Kitchen and Bath Upgrades at the Cottage was discussed.
- There is concern about what else the building needs, as well as how the revenue generated by the Cottage (rent) and the Whittemore Robbins House being applied. The CPC suggested that 1) a home inspection be done of the cottage and 2) a P/L statement be provided. Andrew will follow up on these items.
- There is a question whether the \$11k for the New Senior Van, which is coming from the Sevoyan Trust, needs to be in the capital plan.
- Public Works Requests: Tony Lionetta distributed color maps provided by DPW showing the Town's 5 year Roadway Improvement Program and the Town's 5 year Water and Sewer Rehab Program. Tony also reported that DPW has provided a copy of the updated pavement management assessment. Paul Olsen reported on the Subcommittee's meeting. (written report provided) Key highlights are as follows:
  - Relative to the condition of roadways, there was discussion about private ways and what is done and can be done. There is no good answer for how to improve these, other than for owners to initiate action and fund improvements (assessment of betterments).
  - Cemetery Water System Improvements. (\$400k in FY14). The thought was raised that all (or most) of this cost be taken from the Perpetual Fund in that it for supply water to grave sites. Andrew will look into this.
  - Chapel Rehab is recommended to be reduced to only that which is required to preserve the building. DPW will do facility audit next year. Also, it is recommended that the item be moved to FY17.
  - Head Stone Cleaning Request is not recommended in that it is not a capital expense. Also, it should be fundable via the Perpetual Fund.
  - Backhoe Request can be moved to FY16.
  - Work Crane Request (\$250k FY), Subcommittee has requested DPW provide financial justification. How much is spent on outsourcing each year in relation to the cost of this equipment.
  - Small Equipment Request by DPW should be allowed as it has been for other departments. There is a need to be consistent.
  - Relative to Facility Audit Request, the CPC requested that DPW provide a list of building already done and what the priorities are going forward. There were questions on why the Dallin School is being done next year.
  - On the DPW Roof replacement and the possibility that state funding may be available, the caution was raised that we should not spend more in town matching funds to get these funds than we would otherwise spend if it were just a local project.
  - Maintenance Plan: Barbara Thornton noted that very little has happened since the proposal to establish was accepted by the Board of Selectmen in the spring. Andrew Flanagan reported that the ad for a citizen committee member has been issued. There was discussion about funding the program and using school dude to do facilities planning.
- Next meeting: November 8, 2012.

Adjournment

